

Hearing Officer / Board of Adjustment

City of Tempe
P. O. Box 5002
31 East Fifth Street
Tempe, AZ 85280-5002
480-350-8331 TDD 480-350-8400



(Please Type or Print in Black Ink)

SIGN APPLICATION

SIGN COMPANY:

Contact Name: _____

Company Name: _____

Address: _____ Phone: _____

City / State / Zip: _____ Fax: _____

PROPERTY OWNER:

Name: _____

Address: _____ Phone: _____

City / State / Zip: _____ Fax: _____

I have read the procedure for applying for a variance/use permit and understand that if my application is not complete in all respects, it will not be scheduled until such time as it is complete. I also understand that I or my representative must be present at the meeting. I also have the property owner's permission to make this application.

Applicant's Signature	Date	Owner's Signature (or letter of authorization)	Date
-----------------------	------	---	------

PROPERTY DESCRIPTION:

ROW Setback Required _____ ROW Setback Requested _____

Freestanding Signs Allowed _____ Freestanding Signs Requested _____

Max Sign Area Allowed _____ Max Sign Area Requested _____

Max Sign Height Allowed _____ Max Sign Height Requested _____

For Department Use Only Required Item Check List

- | | |
|---|---|
| <input type="checkbox"/> Letter of Explanation | <input type="checkbox"/> 8.5" x 11" Color Reduction |
| <input type="checkbox"/> Mailing Labels | <input type="checkbox"/> Scaled Sign Drawings |
| <input type="checkbox"/> Ownership Map | <input type="checkbox"/> Scaled Elevation |
| <input type="checkbox"/> Ownership List | <input type="checkbox"/> Scaled Site Plan |
| OR <input type="checkbox"/> Signed Authorization Letter | <input type="checkbox"/> 8.5" x 11" Reduction |

Staff Member	Date Submitted
Deadline Date	Hearing Date
Case #	Application Fee/Check #

NOTE: APPLICANT OR REPRESENTATIVE MUST ATTEND PUBLIC MEETING

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Required Items for Variance or Use Permit Application

**Application
(Page 1)**

Form to be filled out with the requested information, signed by applicant AND property owner, and submitted, together with items indicated below, to the Development Services Department. Obtain submittal and hearing dates from the Planning Division.

Letter of Explanation

Letter from the applicant to the Hearing Officer/Board of Adjustment that describes the proposal in detail. **THE LETTER MUST BE SIGNED BY THE APPLICANT OR REPRESENTATIVE:**

- a. For a **VARIANCE**, state the variance requested, why it is necessary and what cannot be changed on your project to comply with the normal requirements, and what special circumstances affect your property which make it different from the nearby properties:

The letter must include an answer or justification to the following ordinance required tests:

1. that there are special circumstances or conditions applying to the land, building or use referred to in the application; and
2. that the authorizing of the variance is necessary for the preservation and enjoyment of substantial property rights; and
3. that the authorizing of the application will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general; and
4. make any changes in the uses and densities permitted in any zoning classification or zoning district; and
5. be for the purpose of rectifying a special circumstance which was self-imposed by the property owner or applicant; and
6. allow relief from any item expressly prohibited by this ordinance.

- b. For a **USE PERMIT**, describe the use or if a business, describe the operation, hours, number of employees, customers, etc. and how it will affect the surrounding area:

The letter must include an answer or justification to the following ordinance required tests:

1. the use will not cause any significant vehicular or pedestrian traffic in adjacent areas; and
2. not cause any nuisance (odor, dust, gas, noise, vibration, smoke, heat or glare, etc.) exceeding that of ambient conditions; and
3. not contribute to the deterioration of the neighborhood or be in conflict with the goals, objectives and policies of the City; and
4. be compatible with existing surrounding structures; and
5. not result in any disruptive behavior which may create a nuisance to the surrounding area or general public.

**Ownership Map/List
(Page 5)**

A map and list showing the properties within a radius of 300 feet of the exterior boundaries of the lot, together with the number indicated for each lot. Information is obtainable from the County Assessor's Office or from a title company.

**Mailing Labels
(Page 5)**

Submit **typed or printed adhesive labels** containing names and mailing addresses of owners of properties within a radius of 300 feet of the boundaries, and the names and mailing addresses of tenants within the boundaries of the parcel, as indicated on and identified by the same number as on the ownership map, and the name and mailing addresses of tenants within the boundary of the parcel. Correct Zip Codes must be shown for each address.

NOTE: The City of Tempe will provide the ownership map, mailing list and labels, if the applicant signs the authorization form found on Page 8 of this application.

Hearing Officer / Board of Adjustment Sign Application

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Sign Drawings

Sign drawings are required for each sign proposed, as follows:

- a. Two copies (one in color)
 - b. One 8 ½" x 11" matte finish PMT (or original laser print)
- NOTE: All documents shall have black continuous lines which provide a crisp clean copy when copied.

Drawings must be to scale and indicate the following for each sign proposed:

- ◆ Exact lettering styles to be used
- ◆ All sign copy
- ◆ True sign colors
- ◆ Method of illumination
- ◆ Number of sign faces
- ◆ How sign will be mounted
- ◆ Height of sign
- ◆ Dimensions of sign (including dimensions which locate the sign on building/property)
- ◆ Sign area
- ◆ Sign materials
- ◆ Accurate building elevation showing where sign(s) will be located on the building.

Site Plan

The applicant shall submit a site plan which shows all signs, as follows:

- a. One accurate site plan showing where sign(s) will be located on the property
 - b. One 8 ½" x 11" matte finish PMT (or original laser print)
- NOTE: All documents shall have black continuous lines which provide a crisp clean copy when copied.

Legal Process After Submittal of Application

Public Notice

At least 15 days prior to the public hearing, the Development Services Department will:

1. send a Public Hearing Notice by first class mail to property owners within 300 feet of the affected parcel;
2. send a Public Hearing Notice to tenants within the boundary of the parcel;
3. advertise the Public Hearing Notice in the East Valley Tribune newspaper; and
4. post a Public Hearing Notice on the property. You may contact these property owners to explain your request if you wish.

Public Hearing

The Board of Adjustment meets on the 4TH WEDNESDAY OF EACH MONTH, 7:00 PM, IN THE CITY COUNCIL CHAMBERS.* Hearing Officer meets on the 1ST AND 3RD TUESDAY OF EACH MONTH, 1:30 PM, IN THE CITY COUNCIL CHAMBERS.* You or your representative MUST BE PRESENT to explain your situation and to answer questions which may arise in consideration of the matter. Persons for and against the request are given an opportunity to be heard. A report and recommendation by the Planning Division will be considered by the Hearing Officer/Board of Adjustment. * **Subject to change.**

Hearing Officer/ Board Action

If the Hearing Officer/Board finds that the facts presented in the matter justify approval, the request may be approved, and conditions deemed necessary to preserve the intent of the Zoning Ordinance may be imposed. The Hearing Officer may refer any case, which cannot be resolved, to the Board for disposition. If the Board finds that the facts presented do NOT justify approval, the request may be modified or denied. In the event of extenuating circumstances, the Board may continue any case until a future date.

Notice of Action/ Appeals

You will be notified of the Hearing Officer/Board action by mail. Objections to a decision of the Hearing Officer may be submitted as an appeal within seven (7) calendar days to the Board. Any appeal of a Board of Adjustment action may be appealed to the Superior Court within 30 days of a Board action.

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Hearing Fees and Requirements

Criteria	To obtain a favorable staff recommendation and speed processing, the following are required: <ul style="list-style-type: none">◆ Completed application◆ Letters of support from adjacent property owners◆ Letter of support from Neighborhood or Homeowners Association	
Presence Required at Public Hearings	It is a Hearing Officer/Board requirement that the applicant or representative who is capable of answering questions concerning the application be present. Failure to appear may result in continuance of your application, or its denial. Extenuating circumstances will be considered if you cannot attend; written explanation to be provided to the Development Services staff prior to the hearing.	
Application Fee	Fee (cash or check payable to the City of Tempe), in accordance with the schedule below, is to be submitted with application. More than one variance or use permit may be requested on one application, but the fee shall be the total of the required fees for each request.	
	Use Permit(s) All Districts	\$300 per use
	Variance(s) All Districts	\$300 per variance
	Unauthorized Installation of Sign(s)	Twice the normal fees may be charged
	Written Administrative Decisions, Written Ordinance Interpretations and Appeals Of Zoning Administrator Opinions:	
	Single Family Dwelling Units	\$100 per lot
	All Other Uses	\$300 each
	Special Hearings	\$300 + normal fees
	Appeal of Board or Commission Action:	
	Single Family	\$100
	All Other	\$300
	Reconsiderations	Same as original fees
	Continuance at request of applicant with no outstanding violations on site.	\$100

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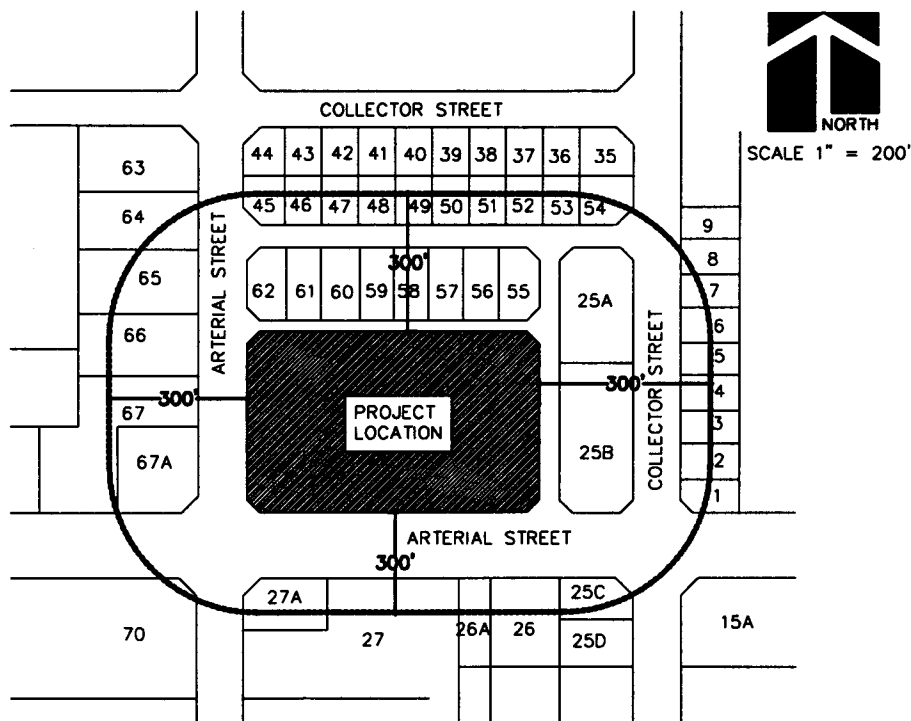


Instructions for Property Ownership Mailing List

1. Print clearly or type owner's name and address, including zip code.
2. Use only black ink.
3. Center address within the block.
4. See example below, to create labels with adhesive back.

Jonathan & Marsha Downey
1116 South McClintock Drive
Tempe AZ 85281

Typical Ownership Map



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Typical Site Plan

3rd ST.

40' R/W

50' R/W

MILL AVE.

49.5' R/W

5th ST.



OFFICE / RETAIL



RETAIL



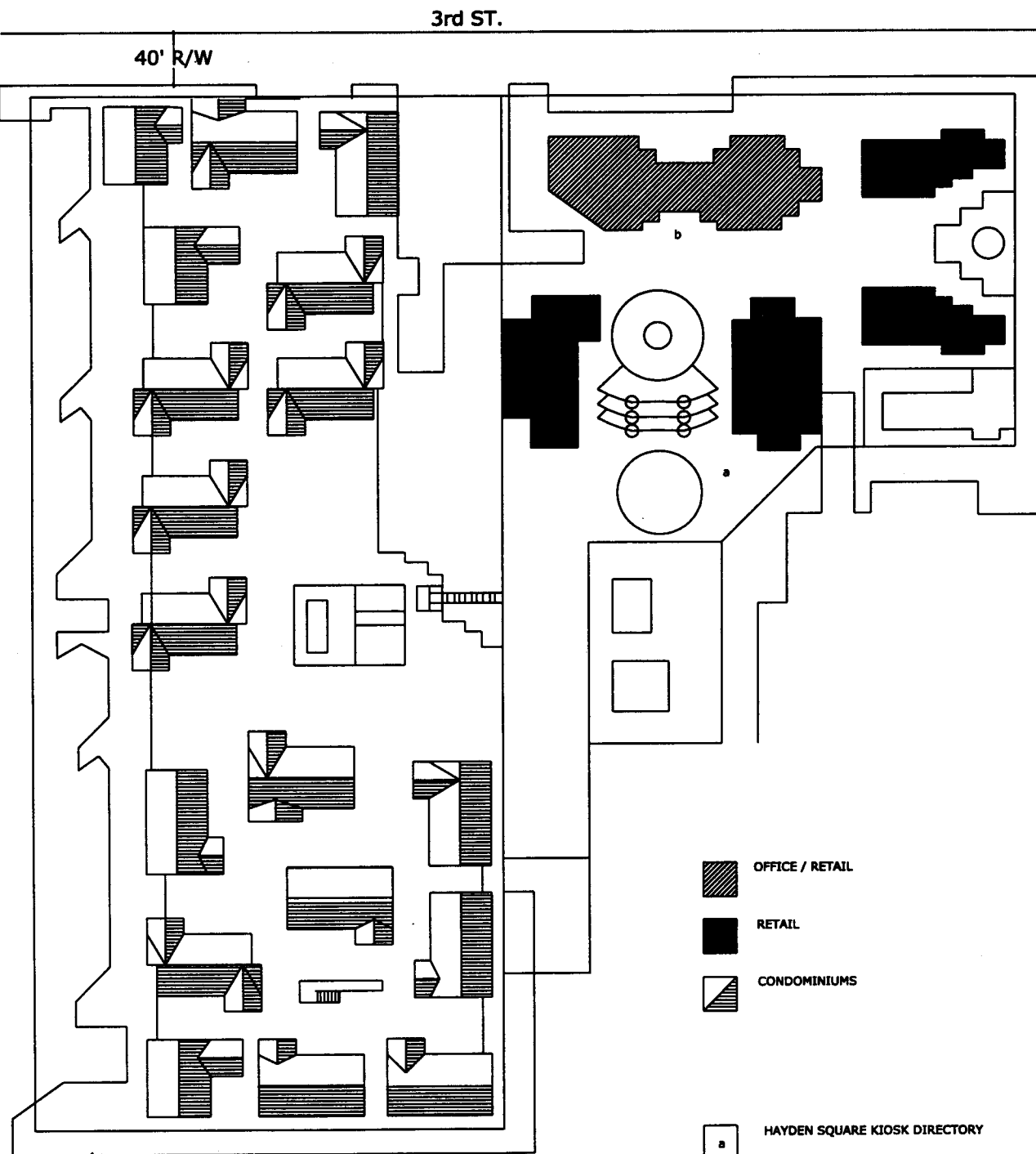
CONDOMINIUMS



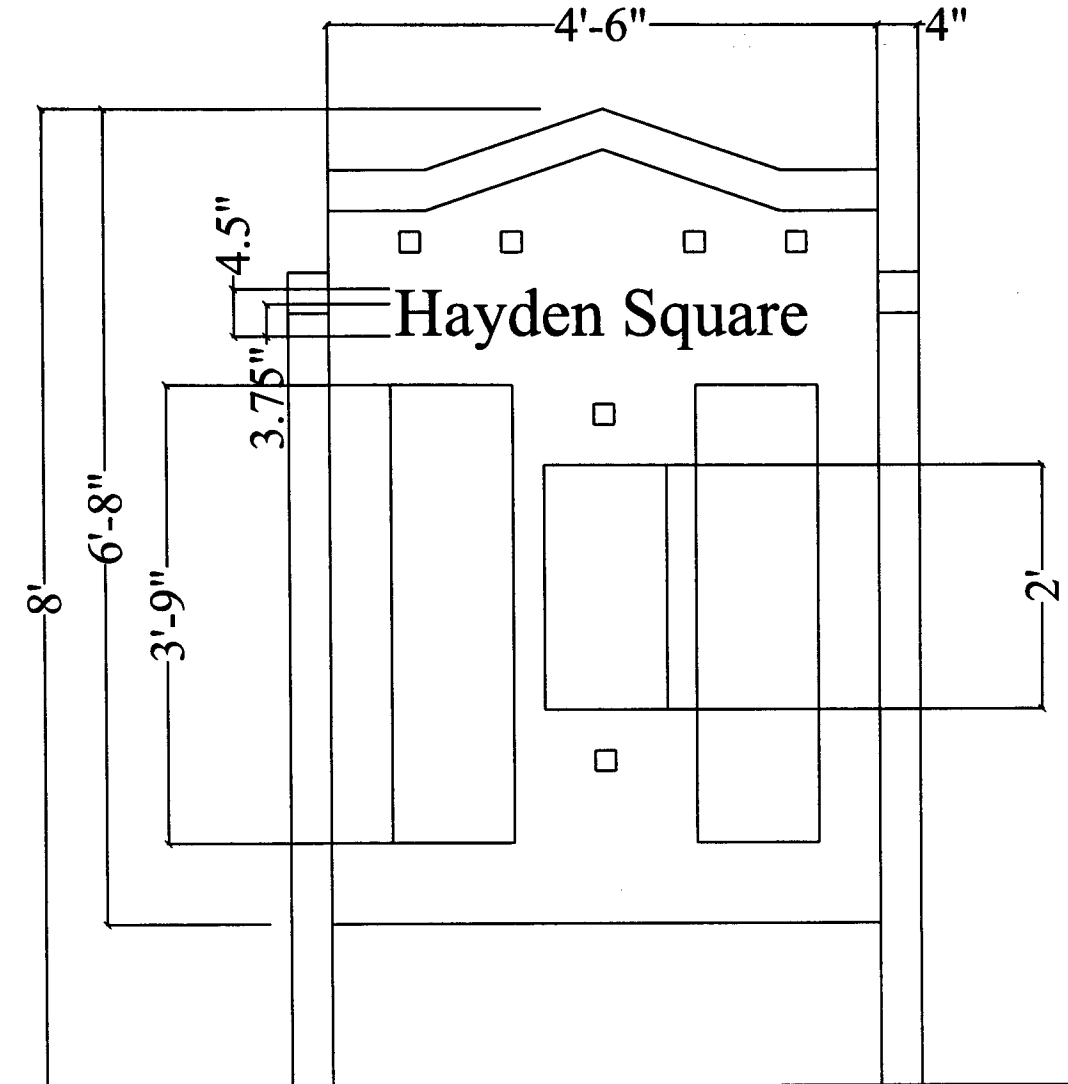
HAYDEN SQUARE KIOSK DIRECTORY



HAYDEN SQUARE RPC LETTERS ID



Typical Freestanding Sign Elevation



HAYDEN SQUARE KIOSK DIRECTORY
(refer to site plan)

LOCATION: HAYDEN SQUARE

REMOVABLE ACCESS PANELS TO BE ON TRANSLUCENT WHITE PLEXIGLAS, UTILIZING NEGATIVE TRANSPARANCIES FOR COPY/SITE PLAN

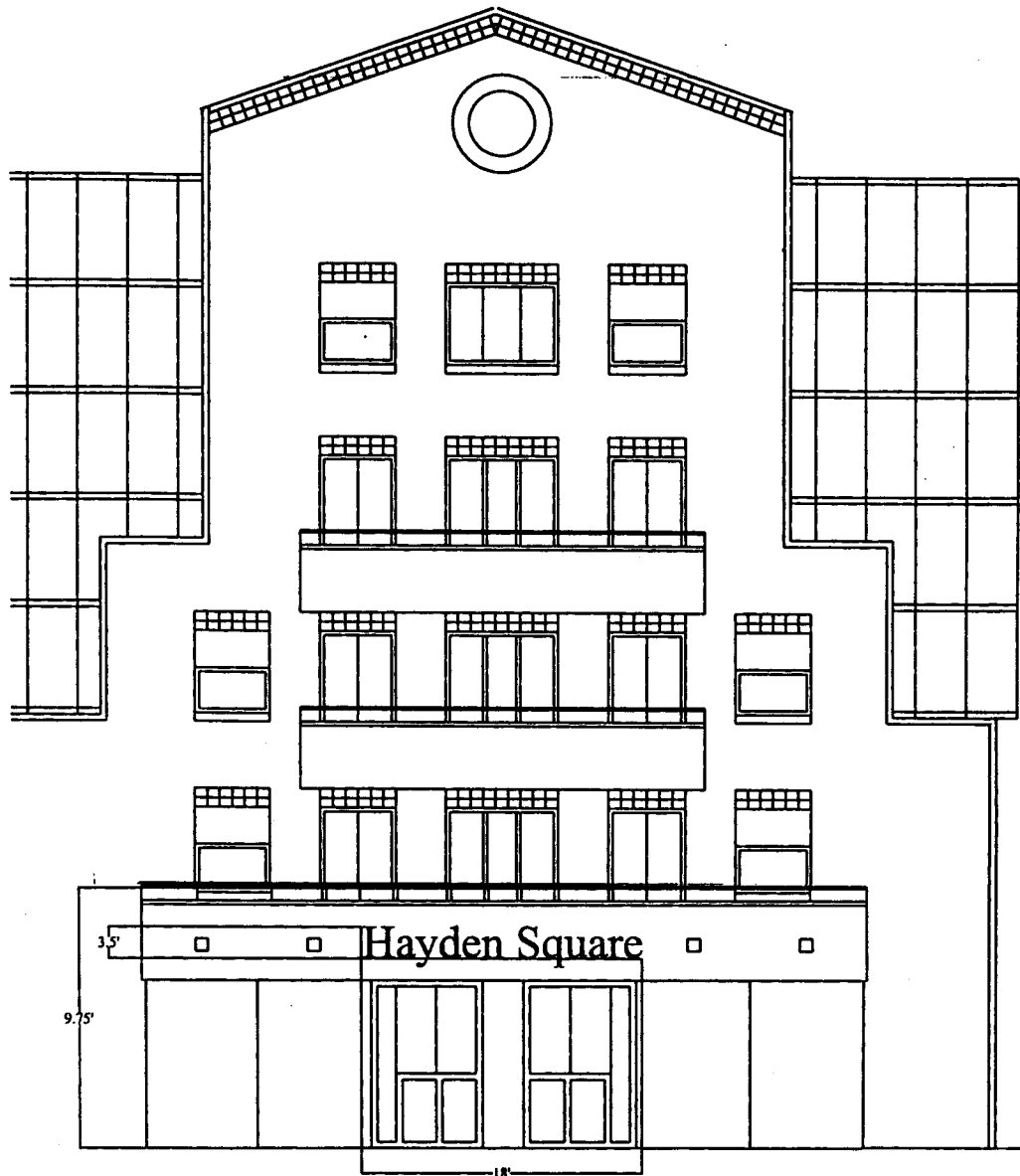
TYPESTYLES: DELPHIN BOLD, LECTURA BOLD AND FUTURA MEDIUM

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Typical Elevation for Building Mounted Signs



TYPICAL ELEVATION FOR BUILDING MOUNTED SIGNS

SIGN DIMENSIONS: 3.5' X 18'

TOTAL SQUARE FOOTAGE OF SIGN: 63 SQ. FT.

NORTH ELEVATION FACING AMPHITHEATRE/COMMONS

NEON ILLUMINATION (HALO) – BRILLITE WHITE – 30 MA, 15 MM

TYPESTYLE: DELPHIN BOLD

**AFFIDAVIT OF PUBLIC
HEARING NOTIFICATION FOR
PROPERTY OWNERSHIP LIST
AND MAP**

Development Services Department
Planning Division
31 East Fifth Street
Tempe, AZ 85281
480-350-8331 FAX 480-350-8872
www.tempe.gov



APPLICANT: Check one of the following boxes:

- | | |
|--|---|
| <input type="checkbox"/> ARCHITECT/ENGINEER | <input type="checkbox"/> OWNER |
| <input type="checkbox"/> ATTORNEY | <input type="checkbox"/> OTHER _____ |

For all applications requiring a public hearing, Zoning Ordinance 808, Section 1, Part III, H., states that the applicant shall be responsible for providing a correct vicinity ownership/tenant list along with a corresponding ownership map of all parcels within 300' radius of the proposed project's exterior boundaries.

All property ownership information may be obtained first hand from the County Assessor's office or a title company for a minimal fee. This information may also be obtained from the City of Tempe, free of charge, but it should be understood that the City's information is obtained from a reputable second party and the City cannot assume responsibility for information which may not be up-to-date. Tenant information for all parcels should be obtained from the current property owner or their designee.

NOTE: The applicant should be aware that inaccurate information might cause a delay in the processing of their application.

Please be advised that by signing this form the applicant assumes all responsibility for providing accurate information and will not hold the City of Tempe responsible for any information regarding ownership lists, labels and maps.

NAME: _____
(PRINT NAME OF APPLICANT OR AUTHORIZED AGENT)

SIGNATURE: _____ **DATE:** _____
(APPLICANT OR AUTHORIZED AGENT)

Project Submittal

TRACKING NO. DS _____

BP _____

PC _____

CA _____

PPC _____

X _____

Planning Phone 480-350-8331

Building Phone 480-350-8341



City of Tempe
Development Services Dept.
P.O. Box 5002
31 E. 5th Street
Tempe, Arizona 85282-5002

PLEASE PRINT

PROJECT NAME:		DATE:	
PROJECT ADDRESS:		SUITE NO:	PARCEL NO:
PROPOSED USE OF BLDG / SUITE:		EXISTING ZONING:	
LEGAL DESCRIPTION:		MCA CODE:	1/4 SECTION
<input type="checkbox"/> Attached			
REQUIRED	COMPANY OR FIRM NAME:		TELEPHONE: ()
	APPLICANT'S NAME:		FAX: ()
	APPLICANT'S ADDRESS: CITY		STATE ZIP
	<input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ATTORNEY <input type="checkbox"/> OTHER		E-MAIL ADDRESS
REQUIRED	COMPANY OR FIRM NAME:		E-MAIL ADDRESS
	OWNER'S NAME:		TELEPHONE: () FAX: ()
	OWNER'S ADDRESS: CITY		STATE ZIP
	DESCRIPTION OF WORK / REQUEST:		
APPLICANT'S SIGNATURE: REQUIRED			VALUATION

FOR DEPARTMENT USE ONLY

PLANNING (480-350-8331)	Fees	BUILDING (480-350-8341)	Fees	No. of Sets of Plans Submitted:
<input type="checkbox"/> Prelim Site Plan Review		<input type="checkbox"/> Building		_____ Building
<input type="checkbox"/> Design Review		<input type="checkbox"/> New		_____ Fire
<input type="checkbox"/> Design Review Sign		<input type="checkbox"/> Complete		_____ Signs
<input type="checkbox"/> Sign Permit		<input type="checkbox"/> Prelease		_____ Planning
<input type="checkbox"/> B of A/Hearing Officer		<input type="checkbox"/> Basic		_____ Engineering
<input type="checkbox"/> Recordation		<input type="checkbox"/> Add/Alt.		
<input type="checkbox"/> Other _____		<input type="checkbox"/> TI		
<input type="checkbox"/> P & Z <input type="checkbox"/> CC		<input type="checkbox"/> AFES (overhead)		
<input type="checkbox"/> Zoning		<input type="checkbox"/> Res		
<input type="checkbox"/> PAD		<input type="checkbox"/> Pool		
<input type="checkbox"/> Subdivision/Condo		<input type="checkbox"/> Demo		
<input type="checkbox"/> Site Plan		<input type="checkbox"/> Grading Only		
<input type="checkbox"/> Development Plan		<input type="checkbox"/> MEP		
<input type="checkbox"/> General Plan 2020 Amend		<input type="checkbox"/> Mobile Home		
ENGINEERING (480-350-8341)		<input type="checkbox"/> Factory Built Bldg		
<input type="checkbox"/> Engineering		<input type="checkbox"/> Revision		
<input type="checkbox"/> Revisions		<input type="checkbox"/> New Standard Plan		
<input type="checkbox"/> Other _____		<input type="checkbox"/> Permits For Std. #		
FIRE (480-350-8341)		<input type="checkbox"/> Other _____		
<input type="checkbox"/> Tanks		<input type="checkbox"/> NTC		
<input type="checkbox"/> Special Extinguishing System		<input type="checkbox"/> Suite Assignments		
<input type="checkbox"/> Dust Collection Systems				
<input type="checkbox"/> Spray Paint Booth				
<input type="checkbox"/> AFES (underground)				
<input type="checkbox"/> Other _____				

VALIDATION	
TOTAL VALUATION	FILE WITH:
\$	
TOTAL SUBMITTAL FEES:	REC'D BY:
\$	

Plans and drawings submitted for Planning Division processes are subject to dissemination to the public

INSTRUCTIONS FOR PROJECT SUBMITTAL

PROJECT INFORMATION

NAME: Subdivision Name/Plan of Development, etc.

ADDRESS: Site address, assessor's parcel number, and suite number

PROPOSED USE: i.e. single-family residence, office, medical office retail, school, restaurant, office/warehouse, carport, manufacturing, 68 unit apartment, 72 unit hotel, etc.

EXISTING ZONING: Zoning at time of application

LEGAL DESCRIPTION: Provide complete Legal Description of property on which permitted work will be done. If legal description is too long for space provided, attach a separate sheet with legal description.

APPLICANT/OWNER INFORMATION

Name, address, e-mail, telephone and FAX number of individual to be contacted for questions/corrections and notification of project status.

Applicant/Owner information AND signature of Applicant required on all submittals.

DESCRIPTION OF WORK

PLANNING: i.e. site plan review, Design Review, signs, Board of Adjustment, Zoning/Rezoning, PADs, Subdivision/Condo, Development Plan, General Plan Amendment, etc.

BUILDING: i.e. interior remodel, addition to existing residence, prefabricated carport, construction due to fire damage, conversion of existing office to sales, conversion of garage or carport to living space, relocated building, revisions of an active permit, etc.

Classes of work include:

- NEW** all new non-residential buildings (multi-family, office, industrial, assembly, retail, other commercial etc.). All new construction must be further identified as 'Complete', 'Prelease' or 'Basic' type buildings. Upon final inspection approval 'Complete' buildings will receive a Certificate of Occupancy. 'Prelease' and 'Basic' buildings are shell buildings resulting in the issuance of a 'Letter of Compliance' with Certificate of Occupancies issued at the time of tenant build-out
- A/A** additions or alterations to an existing building that increases floor area or requires structural review.
- T.I.** tenant improvement work - no increase in floor area and no structural work.
- WB** tenant improvement without certificate of occupancy.
- AFES** automatic fire extinguishing systems.
- RES** all work (new, remodel, additions, etc.) relating to one and two family dwellings.
- POOL** swimming pools
- DEMO** this type of permit covers the demolition of an entire building and is not issued for demolition associated with interior work. Interior demolition work is covered under the building permit. Demolitions resulting from unauthorized construction (work done without permits) will require demolition permits.
- OTHER** that work which does not fit into any of the above categories, i.e. mobile homes, factory built buildings, retaining walls, prefabricated metal parking structures, relocated buildings, etc.
- MEP** application is for mechanical, electrical, or plumbing work only.
- NTC** citation issued for doing any work above requiring a permit. NTC requires the addition of an investigation fee to the permit fees. May also apply to variance applications.

ENGINEERING: on-site, storm water retention, refuse enclosures, curb cuts, etc

FIRE: installation of fuel tanks, spray paint booths, review of hazardous material forms, dust collection systems, etc.